



**BULLETIN:**  
**Child and Adult Care Food  
Program**

**Child Care Centers &  
Day Care Homes**

[www.eed.state.ak.us/tls/cnp](http://www.eed.state.ak.us/tls/cnp)

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**To:** CACFP Sponsors  
CACFP Program Reviewers

**Date:** July 18, 2012

**Bulletin:** 2012-06

**From:** Ann-Marie Martin  
CACFP Program Specialist

Program changes as a result of USDA Policy Memos and Technical Assistance Memos are to be implemented immediately. Please file this bulletin for reference, guidance and compliance with the Child and Adult Care Food Program. Feel free to call the Child Nutrition Programs office if you need further clarification.

**USDA Policy, Information and Implementation Memos**

1. USDA Policy Memo CACFP 17-2012 Smoothies Offered in Child Nutrition Programs

**Bulletin Topics**

2. Important CACFP Reminder
3. Fall CACFP Training Registrations (2<sup>nd</sup> notice)
4. ServSafe Training Registration (2<sup>nd</sup> notice)
5. National Food Service Management Institute (NFSMI) Meeting Children's Special Food and Nutrition Needs training in Fairbanks (No Registration Fee)
6. NFSMI training – Happy Mealtimes for Healthy Kids and Nutrition Education for CACFP (Registration Fee)
7. Reminders: Database Updates, Licensing Requirements, ERROR Messages

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**1. USDA Policy Memo CACFP 17-2012 Smoothies Offered in Child Nutrition Programs**

This policy memo provides guidance on the meal components that can be credited when serving a milk and fruit smoothie. You may credit milk and fruit (if documented) but may not credit vegetables, grain, or meat alternate. If you include other items such as peanut butter, or oatmeal, etc. they are considered extra.

If you do not have the required amount of the meal component in the smoothie serving size, you need to supplement and add the un-met amount within the menu for that meal. For example, your smoothie only has 1/4 cup fruit, so you must include on the menu another 1/4 cup fruit in addition for children ages 1-5 for snack (1/2 cup fruit is required for snack for ages 1-5).

Anytime you have a combination item you must have a recipe and the recipe analysis to document how much of each item you may credit to meet the meal pattern requirement.

You may not include nutritional supplements (such as whey protein powder) in your smoothies, as the smoothie will no longer be creditable. Please read the policy memo for specific information.

## **2. Important CNP Database Reminders**

- 1) As a reminder, all claims for reimbursement need to be submitted to the state (IN PENDING APPROVAL STATUS) by the 60-day deadline date. Any claims that are not in PENDING APPROVAL status by this deadline date will be considered late claims and will not be paid.

Please make sure the person who is filing your claim understands clearly that Pending Submission DOES NOT meet the 60 day deadline – it needs to be moved by your agency into PENDING APPROVAL in order for the state staff to recognize it as a submitted claim for reimbursement.

- 2) It is your agency's responsibility to keep the CNP database updated. All bulletins and information is posted on our website and we also send out a complimentary e-mail to programs. E-mail distribution lists are created using the CNP database Food Program Contact, so please make sure this is always up to date.
- 3) If you have a claim that creates an ERROR Message then please go back into the claim and read the red notes. The error message will tell you exactly what is wrong with your claim so you can fix it. Normally there is no need to contact the state if you have read the error message. If you do not understand the error message then please contact us.

## **3. CACFP Fall Training Agendas and Registration (2<sup>nd</sup> notice)**

Please read all the attached agendas/registration information and submit registration as soon as possible. If you are associated with a Head Start or Early Head Start please notice that your mandatory annual training is August 10<sup>th</sup> in Anchorage.

Child Care Centers and At-risk programs (not including school districts) should register for an annual training in your location. The distance training is reserved for southeast Alaska programs and those that cannot attend the nearest location. The in-person trainings offer more opportunity to meet other agency representatives and glean more information.

School districts operating the At-Risk After School Meals program will have a training at the NSLP Administrative training in August.

## **4. ServSafe Training (2<sup>nd</sup> notice)**

The ServSafe certification is valid for five years and is required by the State of Alaska Department of Environmental Conservation (DEC) and the Municipality of Anchorage for any of our Child Nutrition Programs that are preparing food.

This one-day review/training and certification exam will be offered to agencies and schools that have a current permanent agreement with the State of Alaska. The attendees must purchase the ServSafe manual and study this prior to the training date. The instructor will review materials, and provide the exam at the end of the day – you are highly encouraged to study prior to exam day. This certification documentation is checked by our agency when you have your administrative review.

Please read the training registration information provided, and register one person for the training. If you have other staff in need of this training you can add them to our wait-list and we will include them if there is space available. Deadline for registration is July 31<sup>st</sup>.

## **5. National Food Service Management (NFSMI) Meeting Children's Special Food and Nutrition Needs training in Fairbanks (No registration fee)**

Alaska Child Nutrition Programs is sponsoring the NFSMI training in Fairbanks at no cost to attendees. This is not a required training but child nutrition programs are encouraged to attend. The training will help staff members understand and apply the laws and regulations that require accommodations for children with special food and nutritional needs; and to familiarize staff with special needs frequently seen in school and child care.

**NFSMI Meeting Children’s Special Food and Nutrition Needs**

**Friday, September 14<sup>th</sup> 8:00 a.m. – 1:00 p.m.**

Pike’s Waterfront Lodge, Fairbanks

Registration form attached – please submit by registration deadline - Monday, August 20, 2012.

**6. National Food Service Management (NFSMI) Happy Mealtimes for Healthy Kids and Nutrition Education for CACFP (Registration fee)**

Fairbanks Family Day Care Food Program is sponsoring the NFSMI training in Fairbanks for their family day care home providers enrolled in CACFP. They are opening this training up to other family day care home providers along with child care center and Head Start staff. This is not a required training but it is a good opportunity to have training with your peers and does have a registration fee.

**Saturday, September 15<sup>th</sup> at Pike’s Waterfront Lodge \$25.00**

8:00-8:30 Registration and coffee

8:30-12:30 Happy Mealtimes for Healthy Kids

12:30-1:30 Lunch and roundtable discussion (lunch included in registration fee)

1:30-3:30 Nutrition Education for CACFP

Contact Mary Cotter at (907) 451-7229 or e-mail: [fdcfp@mosquitonet.com](mailto:fdcfp@mosquitonet.com) for registration.

**7. End of state fiscal year – claims processing will take longer**

This is a reminder that every year at this time our fiscal department is very busy with closing out the state fiscal year. This affects how quickly you will receive your claim reimbursement. Please be patient during this time period. There is no need to contact us unless it is past 30 days since you submitted your claim for payment in our CNP database. Thank you for your patience.

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**Commonly Used Acronyms**

CACFP – Child and Adult Care Food Program  
CNS – Child Nutrition Services  
FNS – Food & Nutrition Services  
FNSRO-Food & Nut Services Reg. Office  
USDA – U.S. Department of Agriculture  
CNP – Child Nutrition Program  
DEC – Department of Conservation  
LEA – Local Education Authority

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